

*APPENDIX
E*

*LIBRARY STAFF
ORIENTATION &
TRAINING
PROGRAM
CHECKLIST*

LIBRARY STAFF ORIENTATION & TRAINING PROGRAM

A Checklist

I. NEW EMPLOYEE CHECKLIST

Note: Indicate date when item is discussed.

A. "Welcome Packet"

- _____ Welcome letter from Library Director
- _____ Library history, mission, values, vision and role statements, library strategic plan document/long-range plan
- _____ Organizational chart
- _____ Location of all service outlets with floor plans
- _____ Staff internal telephone numbers & library address information
- _____ Employee benefits brochure (supervisor reviews this with the employee)
- _____ Parking
- _____ Work schedule (including lunch period and breaks)
- _____ Official library holidays and hours
- _____ Eating places (in library and in community)
- _____ Parking
- _____ Copies of library brochures and guides

B. Special Programs and Procedures

- _____ Staff entrance to and exit from the building (general and emergency)
- _____ Emergency and security guidelines
- _____ Telephone system training (operation, personal, long distance, and directory assistance calls)
- _____ Other methods of communication (e-mail, fax, etc.)
- _____ Supplies and equipment; when and how to request
- _____ Library card and circulation policies
- _____ Annual report
- _____ Staff room and locker assignment
- _____ Food, drinking, smoking, and radios
- _____ Staff committee, staff fund, and staff meetings
- _____ Other library functions: luncheons, birthday celebrations, etc.

C. Personnel Issues

- _____ Time sheets; morning check in
- _____ Leave policies and procedures
- _____ Flex time and compensatory time
- _____ Job training information including position description, employee performance management system, etc.

- _____ Relationship with supervisor, the chain of command, expectations of the supervisor, when and how to discuss issues and concerns
- _____ Dress code
- _____ Attending continuing education classes/workshops (see attached Training/Education Request Form and Training/Development Follow-Up Form)

D. Tours

- _____ Brief orientation to all departments
- _____ Introduction to staff
- _____ Employee's department and work area
- _____ Library

E. "Personnel Packet" (generally the Personnel Manager is responsible for this area)

- _____ Health benefits
- _____ SC Retirement System's brochure and enrollment form
- _____ Progressive Discipline Policy
- _____ Grievance Policy
- _____ Employee Performance Management System Policy
- _____ Compensation Policies
- _____ Information Technology Resources Policy

F. Financial Issues (generally the Personnel Manager is responsible for this area)

- _____ Standard deductions
- _____ Voluntary deductions
- _____ Electronic deposit
- _____ Paycheck distribution

G. Special Issues (generally the Personnel Manager is responsible for this area)

- _____ Workers' and Unemployment Compensation
- _____ Emergency Information Form
- _____ Dual and other outside employment
- _____ Other policy and or procedural issues

H. Service Attitudes & Ethics (see Statement on Professional Ethics attached)

II. EXIT CHECKLIST

A. Agency Director receives

- _____ Original letter of resignation

B. Department Head and/or Supervisor receives

_____ Copy of letter of resignation

C. Business Manager discusses

_____ Receipt of final paycheck
_____ Payment of annual leave at termination
_____ Cobra
_____ Retirement contributions
_____ Forms and procedures

D. Reviewing Manager discusses

_____ Exit interview

NOTE: Volunteers, or unpaid staff, in libraries, if they are to be effective and productive, will require, as far as possible, the same staff orientation, evaluation, and training and development as the library's paid staff. Continued orientation and training are essential for volunteers to keep them informed of policies, procedures, etc., just as is the continued training of regular staff members.

COUNTY LIBRARY TRAINING/EDUCATION REQUEST

DATE: _____

Complete this form if you wish to attend any external conference, convention, meeting or course 15 working days in advance of the registration deadline. You are required to communicate information acquired from this event to the system.

****PLEASE PRINT****

LAST NAME _____ FIRST NAME _____

EMPLOYEE # _____ POSITION _____

BRANCH/DEPARTMENT _____

EVENTS TITLE _____ DATE _____

LOCATION _____

DESCRIPTION _____

EXPENSES:

REGISTRATION FEE \$ _____
TRAVELING EXPENSES \$ _____
LODGING \$ _____
MEALS \$ _____
TOTAL PROJECTED EXP. \$ _____
_____ ()

TOTAL TIME REQUESTED _____
_____ ()

COUNTY CAR REQUESTED _____

You are expected to use the county. No reimbursements will be given for use of personal vehicle without prior approval from the director.

ROUTE AS FOLLOWS:

Approved
Initial & Date (Please check)

SUPERVISOR: _____ ()

DEPT/BRANCH HEAD _____ ()

DIVISION HEAD: _____ ()

TRAINING & DEV: _____ ()

HUMAN RESOURCES:

DEPUTY DIRECTOR: _____ ()

DIRECTOR:

****DO NOT WRITE BELOW THIS AREA****

YOU HAVE BEEN APPROVED:

TOTAL EXPENSES APPROVED:

TOTAL PROFESSIONAL LEAVE APPROVED (Days, Hours):

COUNTY VEHICLE AVAILABLE: YES NO
PICK UP VEHICLE KEYS ABY AT

Denied
(explain)

Paid by: Friends/Library/other (specify)
Training/Development Follow-up form submitted?

Staff Development/Continuing Education/presenter
Comments:

TRAINING/DEVELOPMENT FOLLOW-UP

This follow-up must be completed within two weeks of the workshop/course/seminar/conference/event. Please note that no additional training will be approved without completion of this follow-up.

TITLE OF EVENT: _____

DATE(S) ATTENDED _____

Please attach or discuss the event's objectives.

How did this event's objectives relate to the objectives set forth in your annual evaluation by you and your manager?

How do you plan to incorporate what you have learned into your job and how do you plan to communicate this to the system? (workshop, meeting, Link article, etc.)

Would you recommend this event to others? Yes/No. Why?

Employee's Name (Print): _____ Date: _____

Emp. #: _____ Branch/Dept: _____

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Training/Development Signature: _____ Date: _____

STATEMENT ON PROFESSIONAL ETHICS, 1981

Introduction

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the **CODE OF ETHICS** reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services and we are obligated to maintain the highest level of personal integrity and competence.

Adopted by the ALA Council, 1981.

Code of Ethics

- I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- II. Librarians must resist all efforts by groups or individuals to censor library materials.
- III. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- VI. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.